

**Jefferson County  
Position Description**

<b>Name:</b>		<b>Department:</b>	Human Services
<b>Position Title:</b>	Community Outreach/Group Home Worker	<b>Pay Grade:</b>	4
		<b>FLSA:</b>	Non-exempt
<b>Date:</b>	January 2015	<b>Reports To:</b>	Mental Health/AODA Supervisor Group Home Supervisor

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**Purpose of Position**

The purpose of this position is to ensure community safety, placement prevention, and facilitate skill development with children or adults who have mental health and substance abuse issues. This position will work in our Lueder House CBRF and in the community to assist consumers with reaching their goals while preventing acute episodes and hospitalizations.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Interviews clients to gather personal, family, employment, education and social data. Identifies needs and establishes goals.
- Mentors and educates clients in developing independent living skills and values (i.e. Hygiene, budgeting, nutrition, behavior management, employment), both during in-home visits and in a safe, therapeutic environment. Establishes plans to increase client's independence and achieve success.
- Assists case managers and supervisors in assessing clients for treatment, providing case planning, and reviewing goals.
- Assists in coordinating needed services and providing appropriate referrals to available resources including legal, academic, medical, community outreach programs and multi-disciplinary county programs.
- Maintains contact or provides referrals to collateral contacts such as schools, medical offices, and law enforcement.
- Assists case managers with recordkeeping, maintaining required documentation, and providing reports on in-home clients. Documents daily client charting and maintains records for group home clients.
- Arranges and provides client transportation to appointments.
- Testifies in court regarding emergency detentions and commitments.

- Participates in public education regarding the needs of clients.
- Performs other duties as assigned or as needed.
- Maintains confidentiality and complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Associate degree in Human Services or related field with two years relative experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Valid motor vehicle operator's license required. Community Outreach Worker-ISP must have or have ability to obtain Intake Certification. CBRF experience or training for standard precautions, fire safety, first aid and choking, and medication administration and management, preferred.

**Other Requirements**

**Work Environment:** Requires in-home visits which may have a history of violence and instability as well as possible unsafe living conditions, drug use and unsanitary conditions.

**Hours of Work:** May require some evening and/or weekend hours.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date